

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

AMENDED POSTING

POSTING NUMBER: HR-0002

ISSUE DATE: April 8, 2013

CLOSING DATE: April 22, 2013

LOCATION: Office of Human Resources, 101 South Broad Street, Trenton, NJ

POSITION(S): Personnel Assistant 2

SALARY RANGE: Y25: \$56,123.01 - \$79,773.39

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under direction of the unit supervisor in the Office of Labor Relations, conducts meetings and hearings in contractual and non-contractual grievances and disciplinary actions; provides advice to managers and supervisors based on standards in Civil Service laws and rules, union contracts and Statewide and Department policies and guidelines; acts as liaison to representative labor unions and other State agencies; oversees investigations and provides advice to those conducting investigations; may conduct training on Statewide and Department policies. An understanding of union contracts and Civil Service laws and rules is beneficial. Experience in Labor Relations is desired.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Interested applicants must submit a resume along with a Letter of Interest, including phone number by the closing date. Interviews will be granted on the basis of the resume.

Christopher Possessky
New Jersey Department of Community Affairs
HR# 0002
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Resumes may be emailed to: christopher.possessky@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer